OCLC DIGITAL COLLECTION SERVICES

Price Estimate for Digitization Services

Date of Quote:	June 26, 2008	**2006/07 Pricing**	*Valid for 90 days*
Institution:	American Foundation for the Blind	**OCLC Symbol:**	UVS
Street Address	11 Penn Plaza, Suite 300		
City:	New York		
State, Zip	NY 10001	**Proposal Number:**	TBD08-004r2
Contact Name	Dawn Bodrogi		
Phone Number	(212)502-7661		
Email Address	dbodrogi@afb.net		
Project Name:	Helen Keller Archival Collection		

Brief Description:

The foundation has approximately 160,000 pieces of material in a personal papers collection that is divided into 5 main sub-collections. All materials require 400 ppi color TIFFs with crop, de-skew, and sharpening. Where applicable, the images must also be OCR'ed the OCRtext delivered in ASCII delimited file format. All images should be delivered as PDF files, whether they include OCR text or no Individual sub-collection descriptions follow: Delivery is HDD.**Documents** -- Approximately 140,000 documents arranged in folders and held together by paperclips. These materials are single and multi-page documents (correspondence, etc) of which 25% are handwritten while the remainder are typewritten. The documents are 8.5 X 14 or smaller, and are often encased in Mylar sheets. The Foundation will apply a filenaming scheme as follows: AABBCCCDDEE_yyy.tif where AA represents a Series Code, BB represents a Sub-series code (where applicable), CCC represents a Box code, DD represents a Folder code, EE represents an item code, and yyy is a page sequence number.

Photos: Approximately 1,000 photos arranged in folders. Each photo has material on the back that requires digitization, so there are 2,000 total images to be created. The photos are 8 X 10 or smaller. Each photo will be assigned an accession number by the Foundation to be used as the filename scheme with page sequence. **Photo Albums**: There are 23 photo albums, 10 X 15 in size that contain 650 photo pages, with one photo to a page. The albums can't be dis-bound. The Foundation will supply accession numbers for each album to be used as the filename scheme, along with page sequence. Only the photo front requires digitization.

Scrapbooks: There are 64 scrapbooks totaling 13,300 pages with a single entry on each page. The books are 9.5 X 8 and can't be dis-bound. Each book had an accession number, so the filename scheme is the number followed by a page sequence count for each page in the book. **Architectural Drawings and oversize materials**: There are 500 materials in this category, 50 of which are architectural drawings. The remainder are posters and other ephemera. They range in size from 8.5 X 14 to 8 feet X 3.5 feet. Over half of these materials are 16 X 20 in size. An accession number will be assigned to each item.

DIRECT SCAN AND QA CHARGES	**Resolution**	**Bit Depth**	**Units**	**Unit Price**	**Subtotal**
Documents					
Uncompressed TIFFs	400	24	140,000	$ 1.01	$ 141,750.00
Sharpen			140,000	included	
Crop to page edge			140,000	included	
De-skew to within 2%			140,000	included	
OCR			105,000	$ 0.01	$ 1,417.50
Filename scheme (supplied by Foundation)			140,000	$ 0.04	$ 5,670.00
			Documents Subtotal		**$ 148,837.50**
Photos					
Uncompressed TIFFs	400	24	2,000	$6.08	$ 12,150.00
Sharpen			2,000	included	
Crop to page edge			2,000	included	
De-skew to within 2%			2,000	included	
Filename scheme (supplied by Foundation)			2,000	included	
			Photos Subtotal		**$ 12,150.00**
Photo Albums					
Uncompressed TIFFs	400	24	650	$5.54	$ 3,597.75
Sharpen			650	included	
Crop to page edge			650	included	
De-skew to within 2%			650	included	
Filename scheme (supplied by Foundation)			650	included	
			Photo Albums Subtotal		**$ 3,597.75**
Scrapbooks					
Uncompressed TIFFs	400	24	13,300	$5.54	$ 73,615.50
Sharpen			13,300	included	
Crop to page edge			13,300	included	
De-skew to within 2%			13,300	included	
Filename scheme (supplied by Foundation)			13,300	included	
			Scrapbooks Subtotal		**$ 73,615.50**
Architectural Drawings and oversize material					
Uncompressed TIFFs	400	24	500	$5.54	$ 2,767.50
Sharpen			500	included	
Crop to page edge			500	included	
De-skew to within 2%			500	included	
Filename scheme (supplied by Foundation)			500	included	
			Architectural Drawings & Oversize Subtotal		**$ 2,767.50**

MEDIA, PACKING, SHIPPING CHARGES - estimates only		**Instances**	**Unit Price**	**Subtotal**
Portable Hard drive data write fee	per 500GB drive	TBD	$ 250.00	
Packing Hard drive	per drive	TBD	$ 25.00	
Packing original material	per box	TBD	$ 13.30	
Shipping Charges			At Cost	At Cost
			Media Subtotal	**$ -**
DIGITIZATION TOTAL				**$ 240,968.25**

*Quantities, media, packing and shipping charges are estimates based on information received; invoicing will be based on actual amounts

Pricing Conditions and other Provisions:
Project will be placed on hold and client will be contacted immediately, if agreed upon specifications cannot be met or material is in danger of getting damaged in the chosen approach.
OCLC reserves the right to charge for special handling should the client decide to change requirements or should the material be of significantly different quality than the description/sample.
Unless acknowledged otherwise, pricing is valid for 90 days.
All responsibility for copyright belongs to the client. All products created under the terms of this proposal are the property of the client and no copies will be made without written permission from the client.
Invoices will be generated when the project is completed. Partial invoices will be sent for projects conducted in phases. Tax-exempt institutions shall provide OCLC with a tax-exempt certificate prior to the commencement of the project.
When materials are shipped or delivered to OCLC Digital Collection Services, we will require a packing list and a statement of the items' values for insurance purposes. If materials are assessed at more than $1,000 per item, we must charge a small fee for extra insurance coverage of materials insured at higher rates.
There is a planned 30-day acceptance of delivered files. OCLC will retain the images for 30 days from delivery and then permanently delete them. OCLC requests e-mail notification of receipt of images and acceptance of images. If no notification is sent, acceptance is assumed after 30 days.